APPLICATION TO ACCESS L& I'S ELECTRICAL PERMIT & INSPECTION SYSTEM (EPIS) FROM SECUREACCESS WASHINGTON AND UTILIZE CONTRACTOR DEPOSIT ACCOUNT VIA THE INTERNET

The contractor requests limited access, via Internet, to L&I's Electrical Permit & Inspection System (EPIS) for electronic data relevant to the contractor's electrical permits and inspections. This access includes the optional use of Contractor deposit accounts (CD) which are established for businesses who are licensed by the department as electrical contractors or registered construction contractors and are legally required to purchase electrical work permits from the department.

The CD account allows the business to deposit money with the department and request electronic transfers <u>from</u> this account for the purchase of electrical permits as well as other departmental business. **This account is subject to all legal attachments.** To request the establishment of a contractor deposit account, please complete this application and submit to:

Dept. of Labor and Industries
PO Box 44460
Olympia, Washington 98504-4460:

To request limited access to EPIS systems, please complete and sign the attached EPIS System Access Request and submit it to the same address as shown above.

Please allow seven to ten days for processing.

APPLICATION TO REQUEST ACCESS TO ELECTRICAL PERMITS AND INSPECTION SERVICE.

PLEASE TYPE OR PRINT CLEARLY WHEN COMPLETING THIS APPLICATION FORM

COMPANY/BUSINESS NAME: (limited to 30 characters)
CONTRACTOR LICENSE/REGISTRATION NUMBER:

COMPLETE MAILING ADDRESS		
Street/PO		
City	State	Zip
Phone number	Fax Number	
UBI Number		

Do you want to be subscribed to the electrical listserve to receive correspondence from the department via e-mail?
(Check one) ☐ Yes   ☐ No

E-MAIL ADDRESS (required):

PRINCIPAL NAMES: (These are names of individuals who will be authorized to sign for electrical work permit applications, and to authorize the disbursement of funds from the account to pay for services.)	

The owner/ member of the business requesting access must sign this form and have his/her signature notarized.	
Print Name	
Signature *(signature must be owner/member of business requesting access)*	Date

Notary Seal Here

Subscribed and sworn to before me on this the ____ day of _____, _____
Notary Signature:
Notary Public in and for the State of
Residing in
My commission expires

Contractor Must Register with SecureAccess Washington

GETTING SET UP IN SECUREACCESS WASHINGTON

Step-by-step instructions for signing up for the Electrical Permit and Inspection System through SecureAccess Washington.

1. Go to the SecureAccess Washington web site - https://secureaccess.wa.gov/. Click on the link titled "Register for SecureAccess Washington."

2. Complete the registration form and click "Register" when you've finished.

3. You'll receive an e-mail from SecureAccess that asks you to activate your account. Click on the link provided in the e-mail.

4. The SecureAccess page says your registration was successful and asks you to LOGIN.

5. LOGIN with your user ID and password. You'll go to the Services page.

6. On the Services page, click on "Add Service" button. (Hint: it's on the left side of the page.)

7. On the Add Service page, look for "Labor & Industries" from the list of agencies and click "view."

8. On the "Apply for access to a service" page, look for Electrical Permit and Inspection System and click "apply."

9. Follow the steps to create your profile to use EPIS. Hint: **(Make sure you have listed your contractor's license number accurately, it should be 12 characters long.)**
   - **Be VERY CAREFUL when entering your contractor ID, It must match exactly the license number issued by the department.**

10. After you've finished creating your profile, click on the Register button at the bottom of the page.

11. A message will appear saying, "You will be notified by email of the approval or rejection of your registration."